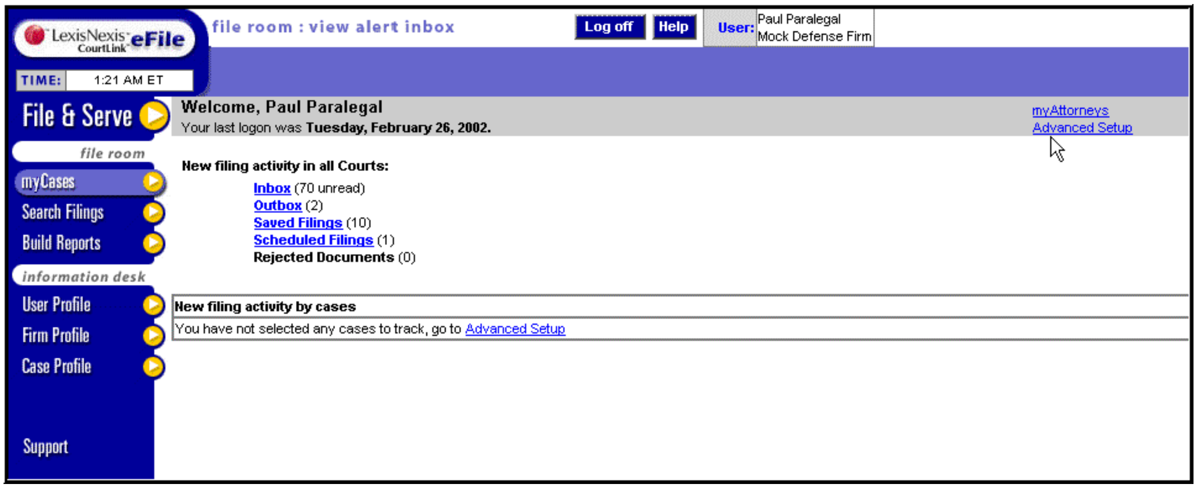
CourtLink® eFile

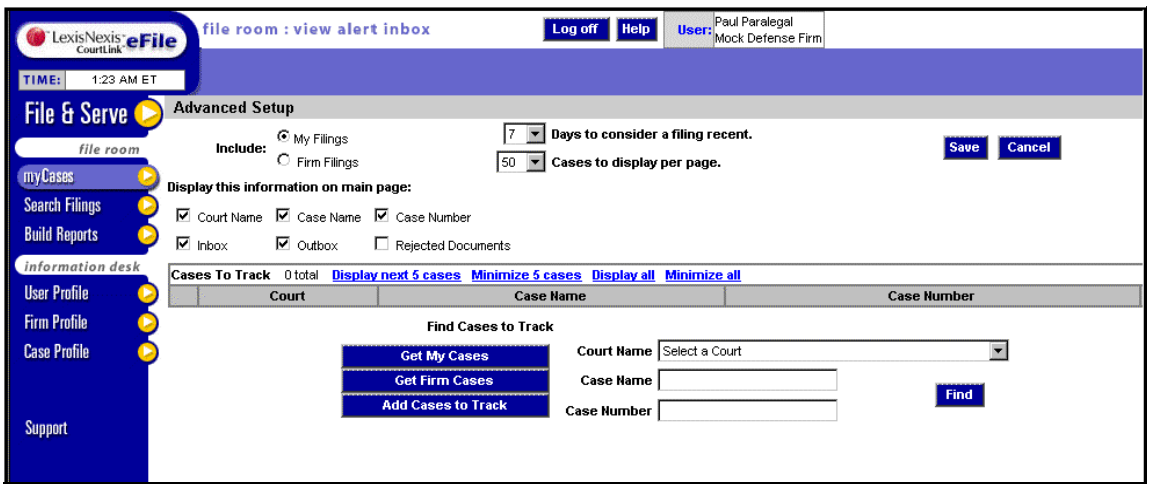
QUICK GUIDE:

myCASES ADVANCED SETUP

myCases: Advanced Setup

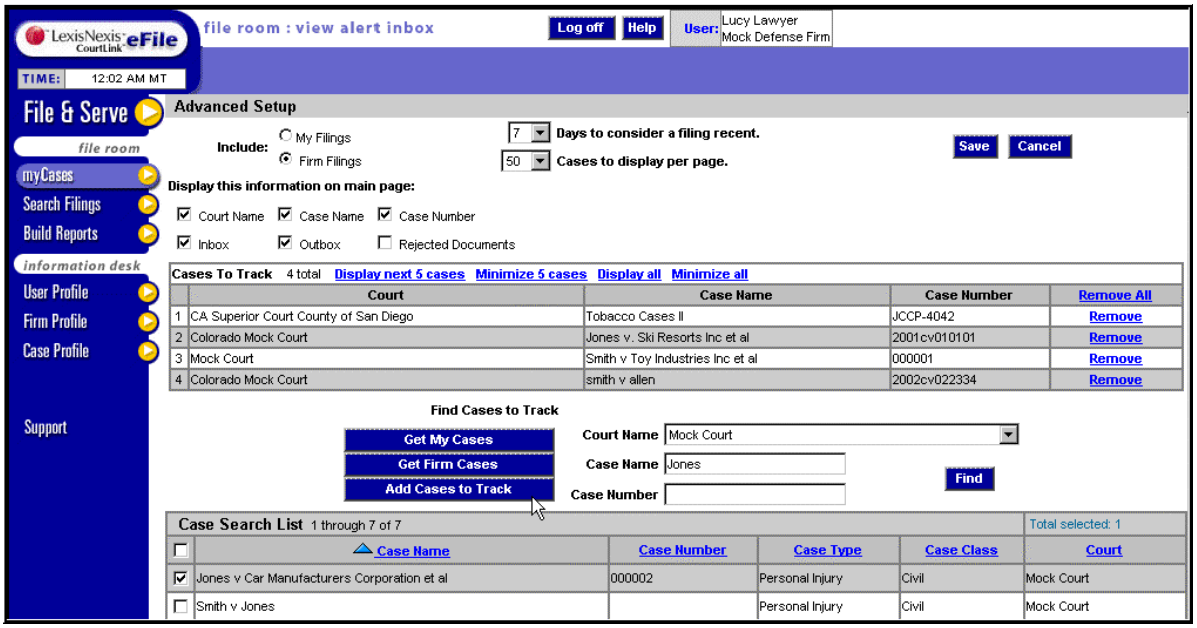


The **Advanced Setup** feature allows a user to track specific cases from their **myCases** home page. From this page you can **File & Serve** into those selected cases, generate reports, and check for newly received, recently filed and rejected documents. To begin tracking cases, click the **Advanced Setup** hyperlink on the **myCases** page.



BASIC SETUP

1. To include new activity for cases in which you are involved (filed by you, or authorized by you), click **My Filings**.
2. To include new activity for cases in which your firm is involved (filings filed or authorized by anyone at your firm), click **Firm Filings.**
3. You can choose the number of **Days to consider a filing recent** and the number of **Cases to display per page** by selecting those options from the drop down menus.
4. You may also choose which columns you want displayed for the cases you are tracking on the myCases homepage. Select the columns by clicking the check box for the available column in the **Display this information on the main page** section.

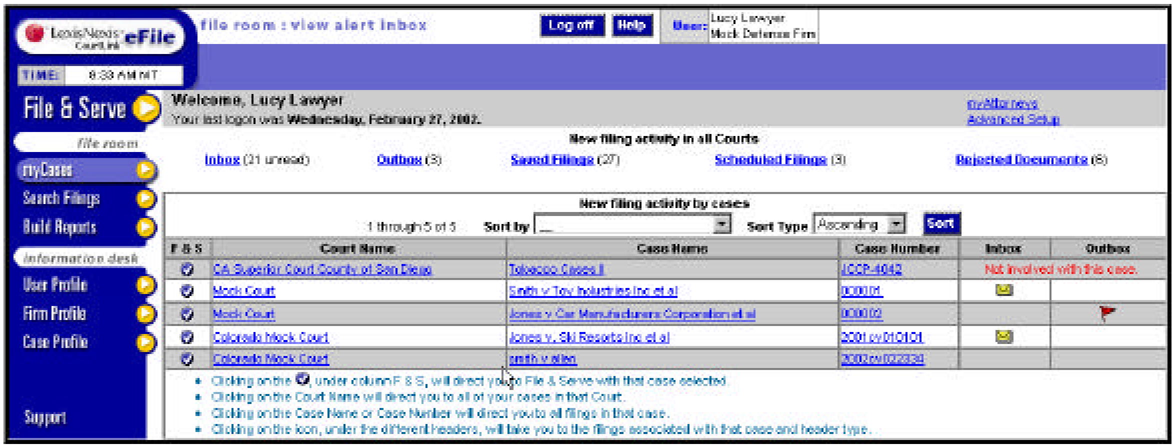


SELECT CASES TO TRACK

1. To retrieve a list of cases in which you are directly involved, select a court from the drop-down box, click **Get My Cases**, and then click **Find Cases**. All cases in which you are involved in that court will appear.
2. To select the cases you want to track, click the check box by the case name, then click **Add Cases To Track.** A list of your chosen cases will appear in the **Cases to Track** portion of the screen.

   Or –
3. To retrieve a list of cases in which all attorneys at your firm are involved, select a court from the drop-down box and click **Get Firm Cases**, and then click **Find Cases**. All cases in which attorneys at your firm are involved will appear.
4. To select the cases you want to track, click the check box by the case name, then click **Add Cases To Track.** A list of your chosen cases will appear in the **Cases to Track** portion of the screen.

   Or –
5. You may choose to select cases to track individually or track cases in which your firm is not directly participating by selecting the **Court Name** from the drop down menu or you may search for the case by entering a **Case Name** or **Case Number** then clicking **Find Cases**.
6. When you have completed your selections, click **Save.**



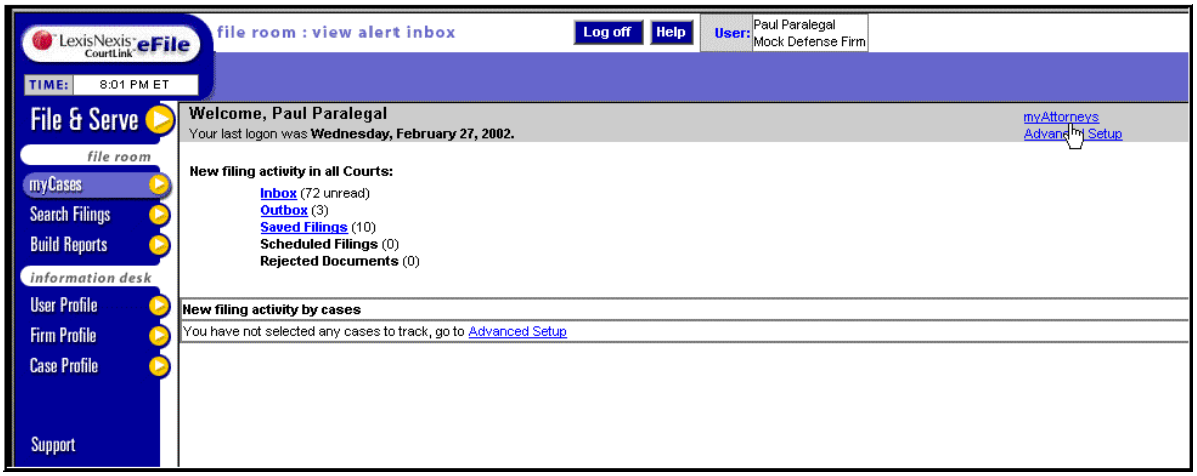
MANAGING TRACKED CASES

Once you have created a listing of cases to track on your **myCases** home page, they will remain there until you remove them. From this page, you have the option to File & Serve, generate reports, and check your inbox, outbox and rejected filings by case.

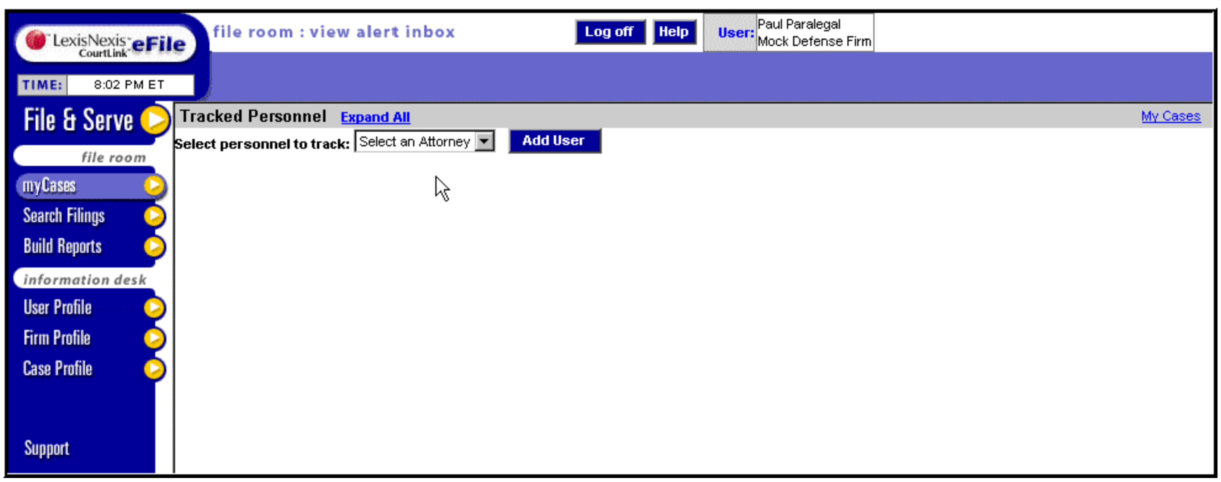
1. To file directly into one of your tracked cases click the check mark button in the **F & S** Column for that case**.** This feature will take you to the **File & Serve – Documents** section of the system, by-passing the **Start Filings** tab.
2. To view a list of all cases in a court, click the hyper linked **Court Name.**
3. To view a **Documents by Case Report** (all efilings in that case), click the hyper linked **Case Name** or **Case Number.**
4. To view new notifications, or incoming filings for this case, click the **envelope icon** displayed in the **Inbox** column. No envelope indicates no new filings for that case.
5. To View your filings for the past week, click the **red flag** in the **Outbox** column. (No flag indicates no recent filings for that case.)

If you are tracking a case that you or an attorney at your firm is not involved in, then your Inbox and Outbox will indicate that you are not involved with this case. You will still be able to view the list of all e-filings in a case you are tracking by clicking the Case Name or Case Number links.

myCases: myAttorneys



From the **myAttorneys** page you can track cases by a specific attorney at your firm. You can **File & Serve** and generate reports in select cases. To begin tracking cases by attorney, click the **myAttorneys** link in **myCases.**



BASIC SETUP

1. To add an attorney to track, **Select Personnel to track** from the drop-down menu.
2. Highlight the desired attorneys name and click **Add User.**
3. A list of the selected attorneys will appear, to view the cases in which that attorney is involved, click the arrow next to the attorney name or click **Expand All**.

MANAGING myATTORNEYS

1. You have the capability of filing directly into one of your tracked attorney's cases by clicking the check mark button in the **F & S Column.**
2. To view a Cases Report; all cases in that court for that user/firm, click the hyper linked **Court Name.**
3. To view a **Documents by Case Report** (all eFilings in that case), click the hyper linked **Case Name** or **Case Number.**